

**ACCOUNTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To perform a variety of professional accounting duties in support of accounting programs including accounting, financial reporting and fixed assets; to prepare, maintain and review financial records and reports; and to perform a variety of tasks relative to assigned areas of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Assistant Finance Director.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Perform a variety of accounting duties in support of accounting programs including accounting, financial reporting and fixed assets; prepare monthly journal entries for the City and Fire Authority; maintain fixed asset register and schedules; review and authorize claim vouchers.
2. Participate in the posting, balancing and reconciliation of the general ledger and subsidiary accounts; ensure all transactions comply with accepted accounting practices.
3. Prepare a variety of monthly, periodic and annual financial and statistical reports and accounting summaries required by the City, Redevelopment Agency and outside agencies.
4. Coordinate financial reporting and auditing activity with external auditors and other agencies; research, compile and analyze data; prepare reports as required.
5. Maintain City contracts; monitor contract payments; ensure contracts are within budget requirements; ensure compliance with contractual obligations.
6. Perform fixed assets accounting; maintain accurate fixed records assets, provide statistics for capital and operating budgets.
7. Provide assistance in preparing financial reports and other information required by City departments and external agencies.
8. Update chart of accounts in the financial management information system; respond to inquiries and provide information regarding the financial management information system.
9. Assist in the annual closing of the City's financial records and in the compilation and review of the annual budget.
10. Prepare audit schedules and confirmations; respond to inquiries from auditors and provide information within area of assignment.

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**Essential Functions:**

11. Provide accounting support to other sections within the department, including payroll.

**Marginal Functions:**

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of accounting programs including accounts, financial reporting and fixed assets.  
Principles, practices and theories of governmental accounting.  
Principles and practices of general ledger preparation, maintenance and reconciliation.  
Methods and techniques used in governmental accounting, public finance administration and budgeting.  
Methods and techniques of conducting audits.  
Methods and techniques of cost depreciation.  
Principles and procedures of financial record keeping and reporting.  
Modern office procedures, methods and equipment including computers and supporting work processing and spreadsheet applications.  
Software applications utilized in accounting programs.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Perform professional level accounting duties in accounting, financial reporting and fixed assets.  
Interpret and explain City policies and procedures related to finance.  
Research data and prepare clear and concise financial reports.  
Examine, complete and analyze detailed financial documents, forms and records.  
Perform auditing functions.  
Provide accounting support to other sections within the department.  
Operate office equipment including computers and supporting word processing and spreadsheet applications.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of professional accounting experience.

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**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in accounting, business administration or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; near visual acuity for operating computerized accounting systems.